



Managers Guide to Transfer Accounts

Searching for a Cost Center-Fund

Most cost centers start with the department number. To search for a cost center, you must enter "CC" followed by a space and the department number and an asterisk - (CC 32*).

The 'Select Transfer' dialog box is shown with the 'Name or Description' field containing 'CC 32*'. The 'Available Entries' list on the left includes various cost centers starting with 'CC 32000-001'. On the right, the 'Cost Center-Fund or Project-Task' radio button is selected, and the 'Clear Account' button is visible. The 'Work Rule' is set to '<None>'. At the bottom are 'OK', 'Cancel', 'Refresh', and 'Help' buttons.

Searching for a Project-Task

Most project-tasks resemble the old project code. To search for a project task, you must enter "PT 0" (PT space zero) followed by the OLD project code followed by an asterisk - (PT 0150701*). All available project - tasks will display.

The 'Select Transfer' dialog box is shown with the 'Name or Description' field containing 'PT 0150701*'. The 'Available Entries' list on the left includes various project tasks starting with 'PT 0150701-11.01'. On the right, the 'Cost Center-Fund or Project-Task' radio button is selected, and the 'Clear Account' button is visible. The 'Work Rule' is set to '<None>'. At the bottom are 'OK', 'Cancel', 'Refresh', and 'Help' buttons.





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Searching for a Expenditure Org

Most Expenditure Orgs start with the department number. To search for an expenditure org, you must enter the first one or two digits of the code followed by an asterisk – "32*". **NOTE:** An Expenditure Org must be entered whenever a Project-Task is recorded.

The 'Select Transfer' dialog box is shown with the 'Name or Description:' field containing '32*' and the 'Search' button. The 'Available Entries:' list shows several options, including '32000,FIN 32000 Management and Operations' and '32010,FIN 32010 Debt And Cash Management'. The 'Work Rule' dropdown is set to '<None>'. The 'Selected Transfer' field is empty. The 'Clear Account' button is visible. The 'Reason Code' radio button is selected in the right-hand pane.

Searching for a Reason Code

Many of the previous project codes are now Reason Codes. To search for a Reason Code, enter a portion of the reason code followed immediately by an asterisk – FRS*.

The 'Select Transfer' dialog box is shown with the 'Name or Description:' field containing 'FRS*' and the 'Search' button. The 'Available Entries:' list shows several options, including 'FRS072AS,APPARATUS FRS072AS' and 'FRS072CD,APPARATUS FRS072CD'. The 'Work Rule' dropdown is set to '<None>'. The 'Selected Transfer' field is empty. The 'Clear Account' button is visible. The 'Reason Code' radio button is selected in the right-hand pane.

